



Parents and Citizens Association

Workshop

Welcome

What is a P&C ?

- **The P&C Association is the forum for parents and citizens in government schools who have an interest in their children's education.**
- Parents and Citizens' Associations are established under the School Education Act 1999 for the purpose of supporting a strong government school system for the benefit of all students.
- The Principal of the school is an **ex officio** member by right of their position and under the P&C Constitution.

Why is a P&C so important?

Parents & Citizens (P&C) Associations have been recognised in WA legislation for nearly a century. P&Cs are held at a very high level of regard in the WA community.

The goals of P&Cs are:

- to foster strong relationships between the school and the community;
- to help provide resources for the school; and
- to promote interest in educational matters.

Why Join the P&C?

POSITIVES:

- rewarding involvement
- assists to keep up with their child/ children
- opportunity for personal development
- sharing in the school community
- keeping abreast with educational changes
- feeling you have made a difference
- can provide positive self esteem
- enhances self-respect
- good environment to meet people
- want an opportunity to influence
- get to know teachers / principal
- opportunity to share expertise
- part of a large decision making group
- helps link school & community
- networking can develop opportunities

The P&C Association helps you and your child by:

- giving parents an opportunity to learn about the school's policies and programs;
- organising ways in which parents can share in shaping and developing school policies so that
- they reflect the broad agreement and support of the school community;
- bringing parents together to share information and views;
- assisting the school to build positive attitudes to students and their families;
- stimulating community interest and participation in education;
- raising funds and providing additional resources and amenities for the benefit of children
- attending government schools.

The P&C and Fundraising

- P&C Associations are not simply there to fundraise but to build community.
- Any surplus funds of the P&C must be used for the benefit of the students attending government schools.

WACSSO and the P&C

The Western Australian Council of State School Organisations Inc. (WACSSO) is the peak body for the Parents & Citizens' movement in WA.

The organisation is committed to advocating for and enabling a quality public education system, including equity of access, for all young people irrespective of their age, culture, socio-economic status, gender, level of ability or geographic location.

Frequently asked questions?

- How many meetings are there, and how long do they go for?

Meetings are generally held twice a term and go for one hour.

- Do I have to take on a role?

No, but an executive committee is a requirement of the P&C constitution.

- If I join the P&C do I have to be available for all fundraising events?

No, not at all but we would hope that you are available for some.

- Do I need specific training to be on the P&C?

No, however if you take on an executive role you will be mentored by those currently in these positions. WACSSO also offer a training programme.

- Would I need insurance to be on the P&C?

No, Public Liability and Volunteer Personal Accident Insurance is included with affiliation. The Volunteer Personal Accident Policy covers anyone volunteering on behalf of your Association.

Fact or Fiction?

- The P&C can survive without volunteers?

FICTION

- The P&C makes the rules as they see fit?

FICTION. A P&C is a legally recognised Association. They have a set of rules they must follow.

- *If I take on a role I wont have any support or help.*

- *FICTION. You will get support from current members and WACSSO.*

Why should you join the P&C?

When the Principal and P&C work together to achieve the same goals:

The school community acts as one in the interests of the students.

P&C planning and budgeting complements the efforts of the school staff to enhance education within the school.



"A successful school has a successful P&C. Where the P&C and the school work closely together, resources are improved and the outcomes for children improve. Honest communication between the school community and the administration of the school is possible where trust is developed."

Gary Quinn - Principal, Dalyellup PS

What are the executive roles?

- President
- Vice president
- Secretary
- Treasurer

Role of the President

'Vital link between parents and the school administration.

Observes Constitutional formalities.

- Put simply, ensuring that you and all members of the P&C abide by your P&C's constitution.

Chairperson for the P&C Association's meetings.

- To effectively run meetings the chairperson requires knowledge of meeting procedure and
- protocols.

Ensures all office bearers fulfil their duties.

- A knowledgeable President is vital to the smooth operation of any organisation. Good
- Presidents recognise the importance of their role and ensure that, in addition to knowing the
- scope of their powers, they are aware of their responsibilities. They must not only understand
- their own role but have a good working knowledge of the other office bearer roles too.

The public face of the P&C handling media enquiries and all external enquiries.

- As President, you are the public face of the P&C. When media enquiries are directed to you as the President of the P&C, you are representing ALL of the parents at your school, not just the financial members of the P&C. At no time should you be giving a personal opinion.

Signatory to accounts.

- You have the right and responsibility to sign cheques, documents and conduct and authorise
- EFT transactions for the P&C.

Ex officio member of all sub-committees.

- By virtue of your title, you are a voting and speaking member of all sub-committees.

Role of the Secretary

- Convene meetings as required, i.e. advertise and organise them. Include financial motions on any notice of meeting.
- Call Special General Meetings, if required, under the provisions of *P&C Constitution Rule 23.3*.
- Prepare an agenda in consultation with the Chairperson.
- Prepare and circulate documents, preferably prior to the meeting: minutes, agenda, reports, correspondence list.
- Prepare the meeting room: chairs, tables, whiteboards, copies of the Constitution, Codes of Conduct etc.
- Take new memberships and add to Register of Members.
- Record minutes. Keep the Chairperson informed of any matter which may assist or invalidate proceedings.
- Write letters or emails as the meeting has instructed.
- Be prepared for secret ballots if requested.
- Carry out the constitutional requirements of the Annual General Meeting with regard to timing of notices, notices of motion, nominations of office bearers, and annual financial reporting.

The Role of the Treasurer

Broadly speaking, there are three overarching tasks the Treasurer must undertake when organising the P&C's finances and these are covered within. They are:

1. Bookkeeping tasks - such as writing out cheques, issuing receipts, conducting EFT transactions, banking money and data entry into software or spreadsheets;
2. Financial management - assisting the P&C to establish a budget, monitoring the budget, controlling outstanding debts, and explaining the information contained in financial reports to members; and
3. Reporting - producing monthly management reports for members, preparing annual financial statements, including providing information to the auditor/reviewer where an audit/review of P&C accounts is required, and ensuring the annual financial reports are distributed according to statutory and Constitutional requirements.



JOIN OUR





We
can't do
it without
you!

QUESTIONS?